

# **Sports Administration Internships**

## **1. Ticket Office Internship**

- Primary duties include, but are not limited to the following:
  - Assist with day-to-day operations of the Athletic Ticket Office, including extensive work with Paciolan ticketing system.
  - Communicate effectively with customers and donors regarding ticket policies and procedures.
  - Assist in administration and communication of student ticket lottery system.
  - Provide on-site ticketing and event management support at athletic events.
  - Sell new season tickets and season ticket renewals for football, and men's and women's basketball.
  - Provide customer service problem resolutions.

## **2. Athletic Business Office Internship**

- Primary duties include, but are not limited to the following:
  - Audit and process various forms of payment including travel forms, expense reports, payments to officials and hotel bills. Resolve any questions with coaches or administrators, assume role of liaison for the athletic department with University Accounts Payable, Accounting and Travel Offices.
  - Assist with the development of the annual budget, including review of workbooks for gathering data from cost center managers and entry of data into spreadsheets.
  - Handle information requests from the media, peer institutions, and other outside sources.
  - Compile monthly cost center/sport budget vs. actual evaluations.
  - Assist in clearing team travel advances and expense reports.
  - Assist with monthly financial reconciliation of Finley Golf Course.
  - Assist with NCAA annual gender equity report.
  - Assist with outside auditor reports for annual reporting.
  - Process monthly billing for the Rams Club.
  - Handle any other accounting and/or research tasks as assigned.

## **3. Sports Marketing Internship**

- Primary duties include, but are not limited to the following:
  - create and implement marketing plans for select Olympic sports
  - assist with the marketing and promotions for Football, Men's Basketball and Baseball
  - help maintain the records, prizes, sponsorships, etc., as required for Born & Bred (the incentive-based attendance program for students)

- assist in the daily office tasks as needed by the Associate and Assistant Athletic Directors for Marketing
- perform design work
- responsible for sponsor fulfillment and solicit new sponsors for selective sports
- help with the video department

#### **4. Football Operations Internship**

- Primary duties include, but are not limited to the following:
  - work with the Associate Athletic Director for Football Administration and Director of Football Operations
  - oversee video logging and organizing
  - help organize and run camps
  - facilitate with organizing of itineraries, schedules, and schedule cards for the team and coaches
  - communicate travel needs and game day needs with travel constituencies
  - travel in advance of the team to prepare for team arrival, meals, lodging, and transportation
  - assist in the coordination of on-campus visits from prospective student-athletes and their families
  - review transcripts to make sure student-athletes are on track to meet NCAA Clearinghouse standards
  - compile recruiting profiles on each recruit

#### **5. Student-Athlete Development Internship**

- Primary duties include, but are not limited to the following:
  - co-advise the Student-Athlete Advisory Committee
  - facilitate various aspects of the programming under the five commitment areas within the CHAMPS/Life Skills program
  - assist in organizing and directing the Carolina CREED program as the introduction to the Carolina Leadership Academy for freshman student-athletes
  - plan and execute various events for student-athletes and athletic department staff including the inaugural Student-Athlete Graduation Reception
  - coordinate community service efforts through various Carolina Outreach programs working in conjunction with campus and local organizations
  - deliver presentations on CHAMPS/Life Skills and leadership initiatives to prospective student-athletes and parents on recruiting visits

#### **6. Learfield Sports - Tar Heel Sports Marketing Internship**

- Primary duties include, but are not limited to the following:
  - sales, customer relations, contract fulfillment, and hospitality
  - promotions, radio broadcasts and Tar Heel Sports Network events

## 7. Ram's Club Internship

- Primary duties include, but are not limited to the following:
  - member of Annual Fund team
  - primary duties include, but are not limited to the following:
    - cultivate and solicit annual fund, scholarship, major gift, and capital projects donors
    - assist with the organization and execution of special events
    - respond to donor concerns and questions by managing the organization's email
    - manage existing donor relationships and solicit new members
    - coordinate Student Ram recruitment, retention, and program planning efforts
    - assist in the ticket exchange program for Men's Basketball
    - assist donors with parking and ticketing concerns for Football and Basketball games
    - distribute parking passes, annual fund brochures, and membership packets

## 8. Compliance/Administration Internship

- Primary duties include, but are not limited to the following:
  - work with the Senior Associate Director of Athletics and staff
  - serve as the liaison for permission to recruit and one-time transfer requests
  - manage the Special Assistance Fund and Student-Athlete Opportunity Fund
  - oversee the Playing and Practice Season Declarations for the 28 athletic teams at UNC
  - execute transcript reviews for initial eligibility
  - conduct athletics/compliance workshops as part of freshman orientation
  - perform mid-year and progress toward-degree reviews
  - create rules education materials for student-athletes, coaches, staff, and boosters
  - monitor monthly and official visit paperwork
  - enter data and run reports utilizing Compliance Assistance software

